



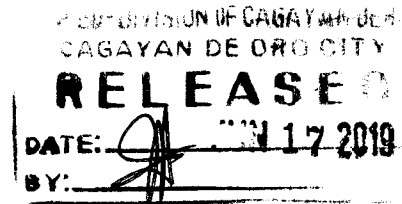
Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF CAGAYAN DE ORO CITY**  
Fr. William F. Masterson, S.J. Avenue,  
Brgy. Upper Balulang, Cagayan de Oro City, 9000 Philippines



June 17, 2019

**MEMORANDUM**

No. 170, s. 2019



**ORIENTATION-WORKSHOP ON THE INVENTORY MANAGEMENT SYSTEM**

TO: Division Office Personnel  
Division LRMD Personnel  
Division IT Officer  
Elementary & Secondary School Heads

1. Relative to the Regional Memorandum No. 171 s. 2019 RE: Submission of Data in the Inventory of Management System, this Division will conduct the Orientation-Workshop on the Inventory of Management Systems on June 18-21, 2019 at the Division Conference Room.
2. The participants of the said orientation-workshop are division supply personnel, division LRMD personnel, division IT officer, school property custodian and school IT coordinator. Enclosed is the list of districts for the 1<sup>st</sup> to 7<sup>th</sup> batches.
3. Participants are expected to bring:
  - a. Laptop with extension wire
  - b. Current inventory data from each teacher on LM/s/Textbooks from BLR,
  - c. Data on the deliveries of Science & Math Equipment (SME),
  - d. Data on the deliveries of TVL Tools & Equipment, and
  - e. Data on the deliveries of DCP Packages.
4. For information and guidance.

**JONATHAN S. DELA PEÑA, PhD., CESO V**  
Schools Division Superintendent

Enc.: As stated

Ref.: RM 171 S. 2019

To be indicated in the Perpetual Index under the following subjects:  
Curriculum Supply/IT/LRMD Orientation-workshop

CID/JGTV

**Competence. Dedication. Optimism**

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**SCHEDULE OF BATCHES OF PARTICIPANTS**

**June 18, 2019 (Tuesday)**

AM (8:00-12:00)  
PM (1:00- 5:00)

West II and North 2 (Elementary)  
Central, East II and North I (Elementary)

**June 19, 2019 (Wednesday)**

AM (8:00-12:00)  
PM (1:00-5:00)

South and Southwest I (Elementary)  
West I and East I (Elementary)

**June 20, 2019 (Thursday)**

AM (8:00-12:00)  
PM (1:00-5:00) until Friday

Legislative II (Secondary)  
Legislative I (Secondary)

**June 21, 2019 (Friday)**

Whole day

Southwest II (Elementary)

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